

# Scanner Basics

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This is *not* an exhaustive explanation of scanner features and options. This *is*, rather, a demonstration and overview of what works well *for me*. I've learned with each of my projects and hope to share a few things that I've learned along the way. For more information about scanner models and features, see

- PC Magazine: <http://www.pcmag.com/reviews/scanners>
- Top Ten Reviews: <http://document-scanner-review.toptenreviews.com/>

Flatbed	Sheet fed	Mini Flatbed
Canon CanoScan LiDE 210	Fujitsu ScanSnap S1300	Flip-Pal 100C
<ul style="list-style-type: none"><li>• “Archival quality”, “Lossless” file compression (TIFF)</li><li>• Up to 4800 DPI</li><li>• scanning</li><li>• More DPI (higher resolution for repairing or printing)</li><li>• Runs off USB (no power cord)</li></ul>	<ul style="list-style-type: none"><li>• Scan to JPG or PDF</li><li>• 150/300/600 DPI</li><li>• Two-sided scanning</li><li>• Letter, legal, card, unusual size/length documents</li><li>• multi-page documents</li></ul>	<ul style="list-style-type: none"><li>• Scan to JPG</li><li>• 300/600 DPI</li><li>• Runs on batteries</li><li>• Free-standing (no computer required to scan)</li></ul>
<ul style="list-style-type: none"><li>• Historic photos</li><li>• Fragile documents</li><li>• Pages of books</li><li>• Newspaper clippings</li></ul>	<ul style="list-style-type: none"><li>• Letters</li><li>• Vital records, wills, probate files</li><li>• Old newsletters*</li><li>• Research materials, class handouts</li></ul>	<ul style="list-style-type: none"><li>• Over-size documents, maps</li><li>• Photos still in frame</li><li>• “Recent” photos</li></ul>

\*Check first to see if the organization offers their newsletters in PDF format.

## Best practices

**Back up, back up, back up!** If you don't have a back up “plan,” make this your highest priority! Check out Mozy, SugarSync, Crashplan, and Carbonite for starters. For more information, see <http://online-data-backup-review.toptenreviews.com/>

**Take a photo of the album page before scanning** individual photos. It will help you place the photos in context when you are working to identify people, places, timeframes.

Use date naming to “sort” documents: 1924-04-03 (YYYY-MM-DD)

**“Water-mark” photos** that you're going to upload and share.

**Share digitally** (FamilySearch Photos, Picasa, Flickr, etc.)

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